

APPROVED
MINUTES
SPECIAL MEETING OF THE
NORTHWEST PROGRESSO – FLAGLER HEIGHTS
REDEVELOPMENT ADVISORY BOARD
FORT LAUDERDALE
100 NORTH ANDREWS AVENUE
8th FLOOR CONFERENCE ROOM
SEPTEMBER 2, 2015 – 3:30 P.M.

Attendance

<u>Members</u>	<u>Present/Absent</u>
Steve Lucas, Chair	P
Ella Phillips, Vice Chair (arr. 3:33)	P
Jessie Adderley	A
Leann Barber	P
Sonya Burrows	P
Ron Centamore	P
Alan Gabriel	P
Camille Hansen	P
Mickey Hinton (arr. 3:33)	P
John Hooper	P
Dylan Lagi	P
Jacqueline Reed (arr. 3:46)	P
Scott Strawbridge (by phone/3:52)	P
John Wilkes	A

Currently there are 14 appointed members to the Board, which means 8 would constitute a quorum.

It was noted that a quorum was present at the meeting.

Staff

Jeremy Earle, Deputy Director, Department of Sustainable Development
Thomasina Turner-Diggs, CRA Project Coordinator
Sandra Doughlin, DSD/ELR
Vanessa Martin, CRA Financial Analyst
Emilie Smith, Budget Manager
Lisa Edmondson, Recording Secretary, Prototype, Inc.

Communications to City Commission

None.

I. Call to Order / Roll Call

Chair Lucas called the meeting to order at 3:32 p.m. Roll was called and it was noted a quorum was present.

II. NPF CRA Capital and Operating Budget

Mr. Earle recalled that the Board had first discussed the proposed CRA budget for fiscal year (FY) 2015-16 at the August 26, 2015 meeting. He explained that today's special meeting would begin by focusing on service charges, which are allowable CRA expenses. CRAs are able to pay cost allocations for services provided by the City. The amount allocated to this line item in 2014-15 was approximately \$656,000, of which not all was spent over the course of the year.

Chair Lucas advised that Board member Scott Strawbridge had requested to participate in today's meeting via phone, as he is out of town. It was noted that the Board must approve telephonic participation by motion or consensus, and that members attending via phone may take part in discussion but may not vote. Telephonic attendance does not count toward a quorum.

Motion made by Ms. Hansen, seconded by Mr. Hooper, that [permitting Mr. Strawbridge to participate by phone] is allowable. In a voice vote, the **motion** passed unanimously.

CRA Financial Analyst Vanessa Martin showed a PowerPoint presentation on the CRA budget, including projected expenditures of approximately \$3.3 million for FY 2015-16. Roughly 18% will go toward the revenue bond, with 2% toward special obligations. Operating expenses are 59% and personal expenditures, including salaries and benefits, are 21%. The budget reflects a 16.7% decrease from the previous year.

Chair Lucas requested clarification of the change in the appropriated fund balance, which shows a decrease despite new projects and their tax increment financing (TIF) revenue coming online in the next fiscal year. Mr. Earle added that these funds were not spent in the current fiscal year and are carried forward into the next fiscal year.

Mr. Earle advised that the CRA will be working to develop an amended budget over the next 90 days, which means these budget figures are subject to change during that time. The amount of the appropriated fund balance may decrease even more as these dollars are used toward specific CRA projects, to pay existing or future debt, or returned to the taxing authorities if no use is found for them. Once funds are allocated toward projects, those projects must be finished within three years per State Statute.

Mr. Gabriel observed that there is approximately a \$1 million difference between the 2014-15 and 2015-16 appropriated fund balance, and requested clarification of how this difference occurred. Mr. Earle explained that this difference will be recaptured when the budget is amended during the next 90 days. Ms. Martin stated that the CRA came in

\$83,000 under budget on personal and operating expenditures in FY 2014-15. The tentative 2015-16 budget shows that personal expenditures are under budget by \$45,000 and operating expenditures are under budget by \$1.2 million.

Mr. Strawbridge joined the meeting by telephone at this time (3:52 p.m.).

Mr. Lagi requested clarification of interdepartmental services. Ms. Martin reviewed budget allocations for city services in 2014-15, noting that \$656,000 was budgeted, although only \$577,000 has been spent as of September 1. Most of these 2014-15 allocations were to the Building Department, Economic Development, and Planning.

Emilie Smith, Budget Manager, explained that two years ago, the Department of Sustainable Development performed an evaluation to determine which services its employees were providing to the CRA. In order to accurately reflect these services, the Department began to charge the CRA for a percentage of its employees' time. Regarding more indirect administrative charges, the Department takes all the expenses for a given area of general government, such as human resources, finance, information technology, the City Manager's Office, or the City Commission, and allocates these charges City-wide to all Departments, depending upon their use of services.

Ms. Smith advised that the Building Department, for example, has funded positions that provide services to the entire Department: although an individual such as a financial analyst may be funded through the Building Fund, that individual provides services to everyone in the Department of Sustainable Development, including the CRA. The transfer of funds for this individual's services are not fees, but are determined by the amount of time that individual spends working on CRA-related projects.

The Board discussed some of the allocations listed in the budget, including the salary of the former CRA Director, as well as printing charges and Police services. Ms. Smith explained that a portion of the now Deputy Director's salary still comes from the CRA, depending upon the services performed by him; printing is handled by the City's internal print shop or by an external vendor. If an allocation is not used, such as Police services for events, it may or may not continue to appear in future budgets, depending upon the history and needs of the CRA. Each line item is fully evaluated each year.

The Board moved on to the 2015-16 Community Investment Plan (CIP), which is budgeted at \$6.1 million in program funds. Mr. Earle clarified that funds have been allocated to specific programs listed in the budget, although funds are not necessarily spent at that time, as these are often multi-year projects. Ms. Martin added that the CRA does not keep a reserve fund: instead they program these dollars for projects. It was noted that the upcoming CRA Redevelopment Plan amendment will include adjustments to some line items.

Mr. Strawbridge commented that many of the projects included in the capital budget are projects of which the Board was aware, but never discussed. Mr. Earle advised that the Plan amendment process will help flesh out some of the projects to be included in the CIP.

Ms. Burrows observed that the \$150,000 allocation for infill housing over five years seemed unusually small for a project of this nature. Mr. Earle suggested that this could be due to what was or was not spent the previous year on this line item. Ms. Martin added that funds must be used when they are available in order to justify budgeting additional funds for a specific line item in the future. Mr. Earle reiterated that this will be addressed further during the upcoming Plan and budget amendments.

Ms. Smith noted that the Board has the opportunity each month to amend the capital and/or operating budget. She advised that the Northwest CRA has experienced a 23% increase in property values this year, which will provide an additional \$1.8 million in revenue.

Vice Chair Phillips requested that the Board be clearly informed of the nature of each project, as this will help them in making budget determinations. Ms. Martin stated that she could provide this assessment for the Board.

Cory Shearer, President of the Broward County Democratic Black Caucus, commented that the budget process appeared to be moving along very quickly, and asked if this was due to the upcoming amendment of the CRA Redevelopment Plan in December 2015. Mr. Earle replied that the budget must be approved by the end of the fiscal year, which is September 30, 2015; in addition, the Board is in the first phase of amending the CRA Redevelopment Plan. He clarified that Phase II will be a continuation of the Plan amendment process, and will include more extensive community input over the next year. This will ensure that a clear Plan is in place for the remaining 10 years of the CRA.

Jasmine Rogers, private citizen, noted that the Board's September 23, 2015 meeting will include an Agenda Item for public comment, and asked if the meeting could be held at a later hour in order to accommodate more members of the community who may wish to provide input. Mr. Shearer proposed scheduling the September meeting at the regular time of 3:30 but scheduling the Board's October meeting in the evening. Mr. Earle advised that this would be the Board's decision to make, but reiterated that there would be an extensive public input process over the next year.

Didier Ortiz, Chairman of the Broward County Green Party, requested that the Board seek significant public input from individuals of varied backgrounds at upcoming meetings. Mr. Earle explained that the CRA Redevelopment Plan amendment process typically includes mail to residents, radio advertisements, social media outreach, community organizations, and other methods to spread the word about the process.

Edwina Ward, representing United States Congressman Alcee Hastings, also emphasized the importance of gathering community input on decisions that will affect the general public, as well as providing information to the community on Board meetings and activities. It was explained that Board meetings are recorded and minutes published on the City's website, and that members of the public are invited to attend Board meetings if they wish.

Motion made by Mr. Gabriel, seconded by Ms. Burrows, to approve the recommended budget. In a roll call vote, the **motion** passed unanimously.

Mr. Earle reiterated that extensive public meetings will be held over the next year to seek input on the CRA Redevelopment Plan amendment process. These will not be Board meetings, but will be held throughout the community.

III. Communication to CRA Board

None.

IV. Adjournment

There being no further business to come before the Board at this time, the meeting was adjourned at 4:42 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]